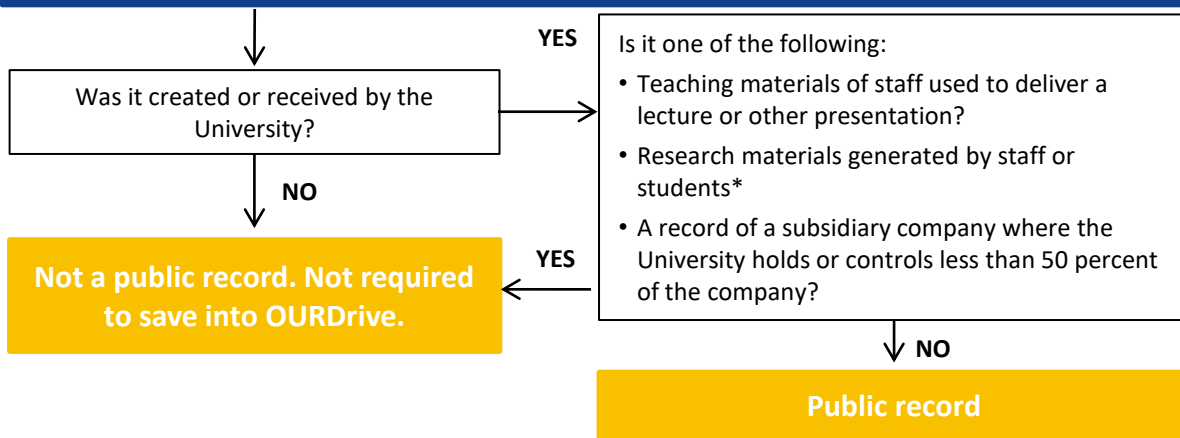


1. Is it a public record?



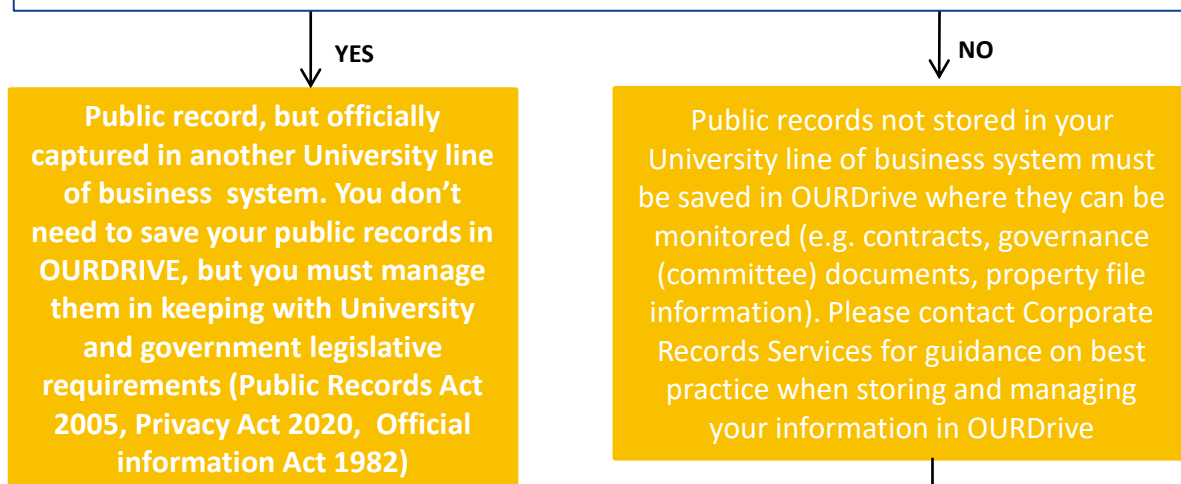
2. Is it a low level administrative or “housekeeping” record?

For example – minor drafts, material not directly addressed to the University, personal correspondence, received advertising material, trivial work-related material



3. Does it belong primarily in another University line-of-business system?

For example – invoices (Finance One), employee information (Talent2)



4. Are the public records in your University line of business system managed in keeping with University policy and government legislation (Public Records Act 2005, Privacy Act 2020, Official Information Act 1982)?



**Including (but not limited to) raw data, analysed data, working notes and publications (i.e. research materials, books, research papers, whether published or not)*

What are our obligations under the Public Records Act 2005?

- The Public Records Act (2005) requires the University to create and maintain records and information relating to the conduct of its affairs.
- A public record is any kind of record or information created or received by the University in the conduct of its affairs. Three types of records or information are exempted and are not public records:
 - Teaching materials of staff used to deliver a lecture or other presentation.
 - Research materials generated by staff or students including (but not exclusively), raw data, working notes and publications.
 - Subsidiary companies where the University holds or controls 50% or less of the company.
- All other records and information created or received by the University are public records¹ under the Act and must be managed appropriately.

¹ Please note, the term public record does not mean that the record or information is available to the public, rather that it is a record of the University as a public office.